



BOARD MEETING

Friday, December 13th, 2024 at 9:00 am

Dow Centre, Fort Saskatchewan

MINUTES

Attendance:

COMMISSION MEMBERS:

Bill Tonita - Chair	Strathcona County
Gordon Harris	City of Fort Saskatchewan
Timothy Larson	Town of Bon Accord
Norman Sandahl	Town of Gibbons
Dave McRae – D. Chair	Town of Redwater
Neal Comeau	Sturgeon County

Other:

Gene Sobolewski	Commission Manager
Tara Harder	Executive Clerk
Jeff Hutton	City of Fort Saskatchewan
Brad McDonald	City of Fort Saskatchewan
Amy McGowan	Urban Systems
Chris Parfit	Associated Engineering

Regrets:

Dan Derouin	Sturgeon County
--------------------	-----------------

1) Call to Order
Chair Tonita called the meeting to order at 9:02 am.

2) Adoption of Agenda

24-12-001
MOVED by Director Harris

That the Agenda be adopted as presented.

Carried

3) Adoption of Minutes

a) November 22, 2024 Organizational Meeting Minutes

24-12-002
MOVED by Director Comeau

That the Minutes of the Board Organizational meeting held on November 22nd, 2024, be approved as presented.

Carried

b) November 22, 2024 Board Meeting Minutes

24-12-003
MOVED by Director McRae

That the Minutes of the Board meeting held on November 22nd, 2024, be approved as presented.

Carried



- 4) Delegation
 - a) USL Strategic Plan Review
- 5) Engineer Report
 - a) Updates To Issues (Virtual attendance)
 - i) Wolf Project
 - ii) PCCP Pipe Inspection - Xylem Project
 - iii) Online Metering Issue

24-12-004
MOVED by Director

That the Board accepts the Engineers' Report for information as presented.

Carried

- 6) Business
 - a) Reserve Accounts Revisions and Reconcile to Investment Accounts

24-12-005
MOVED by Director Larson

That the Board direct the Commission Manager to aggregate the Board Development, Rate Stabilization and Infrastructure Failure reserves into a single restricted surplus reserve entitled "Capital Reserve; and to synchronize the Reserve balance with the aggregated GIC Investment Accounts.

Carried

24-12-006
MOVED by Director Comeau

That the Board direct the Commission Manager to create a single restricted surplus reserve entitled "Operating Reserve" for the purpose of funding minor pipe failures, operations, maintenance and pipe inspections, and that the Operating Reserve shall have a maximum balance ceiling at the close of a fiscal year of \$1 million, or as directed by the Board by resolution, and that further, the Operating Reserve shall be held within the ATB BPSS Account.

Carried

24-12-007
MOVED by Director Sandahl

That the Board direct the Commission Manager to prepare a new Reserve Bylaw to describe the reserves to be established and to rescind the existing policies once the bylaw is adopted.

Carried

b) Xylem Proposal – PCCP Inspections

24-12-008

MOVED by Director McRae

That the Board direct the Commission Manager to send a letter communicating to JSB of the proposal from Xylem with regards to the inspection work needed on the PCCP.

Carried

c) Transfer of \$650,000 to Operating Reserve (BPSS) for Xylem PCCP Pipe Inspections – March 2025

Moved to next meeting.

d) Water Consumption Report – 11 month report

24-12-009

MOVED by Director Sandahl

That the Board accept the report for information as presented.

Carried

e) Adoption of Operating Budget

24-12-010

MOVED by Director Larson

That the Board adopt the 2025 proposed Operating Budget, Scenario 1, Revision 2 as presented, as the 2025 Operating budget for the 2025 fiscal year.

Carried

f) Adoption of Capital Budget

24-12-011

MOVED by Director Comeau

That the Board adopt the 2025 budget, as presented, as the 2025 Capital budget for the 2025 fiscal year.

Carried

g) Adoption of 2025 Interim Rate

24-12-012

MOVED by Director Comeau

That the Board approve the water rate for 2025 to be set at \$1.395/m³ for the city of Fort Saskatchewan and JSBRWSC and \$1.483/m³ for Sturgeon County, Town of Gibbons, Town of Bon Accord, Town of Redwater, and the Hwy28/63 water services commission.

Carried

h) Amendment to Bylaw 2024-001 – Schedule A – 2025 (Interim) Rates

24-12-013

MOVED by Director McRae

That the Board approve the amendments to Schedule A of Bylaw 2024-001 to amend the water rates to be \$1.395/m³ for the City of Fort Saskatchewan and the JSBRWSC and \$1.483/m³ for Sturgeon County, The Town of Gibbons, the Town of Bon Accord, the Town of Redwater and the Hwy 28/63 Water Services Commission as read in the amended Schedule A.

Carried

7) Commission Manager Report

24-12-014

MOVED by Director Larson

That the Board accepts the Commission Managers' Report for information as presented.

Carried

8) Finance Report

a) Givens LLP report for December 2024

24-12-015

MOVED by Director Sandahl

That the Board accepts the Financial Report for information as presented.

Carried

9) Board/Committee Reports – no reports

10) Correspondence and Information

a) Letter to Mayor Katchur, City of Fort Saskatchewan

24-12-016

MOVED by Director Harris

That the Board directs the Commission manager to begin discussions with Fort Saskatchewan for the purpose of establishing the technical structure for the development of water rates.

Carried

24-12-017

MOVED by Director Comeau

That the Board directs the Commission manager to put on the January 2025 agenda for the board to evaluate the governance model.

Carried



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

11) Next Meeting

- a) Monday, December 13 - Fort Saskatchewan Dow Centre – Approved
- b) Monday, January 20 – Strathcona County Office – Approved, SANDAHL and Feb 20 @9am in Redwater.x
- c) **24-12-018**
MOVED by Director Sandahl

That the February Board Meeting be approved for Monday, February 24 at 9:00am at Sturgeon County Office.

Carried

d) Other COW/Workshop Meetings (Fort Sask Concerns) scheduled meetings

12) Fort Saskatchewan Concerns Discussion – Separate Agenda (Board to revert to Committee of Whole)

13) Closed Meeting - FOIP s21, s22, s23 and s27

24-12-018
MOVED by Director Sandahl

That the board go into Closed Session at 1:08pm.

Carried

- a) CEO/Commission Manager Evaluation - Conclusion (Chair)
- b) JSBRWSC Update/Issues
 - i) JSB update outstanding A/R update
 - ii) Discussion of possible resurrection of JSB Committee and affirmation of membership

24-12-019
MOVED by Director Harris

That the board move out of Closed Session at 1:46pm.

Carried

24-12-020
MOVED by Director McRae

That the board strike a sub-committee have the Chair, Director Comeau, Director Harris to approach JSB as suggested per closed session.

Carried

14)

- a) City of Ft Saskatchewan – if Required
 - i)

15) Adjournment

Meeting adjourned at 1:49pm.

These minutes were approved this 20 day of January, 2024 ²⁰²⁵

CHAIR

COMMISSION MANAGER